

Holbrook Public Schools
SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Certified substitute teachers will be employed whenever possible when a teacher is absent. Substitutes will be secured and assigned in the following order of priority:

- A. Teacher certified for the position
- B. Certified teacher, but not in the discipline or for the level
- C. College graduate
- D. College senior majoring in Education
- E. Adults with two or more years of college
- F. Adults with a high school diploma

The Rates of Pay for substitutes will be according to the three classifications listed below and the School Committee shall from time to time set the rates of pay for each classification and inform the Business Office, Building Administrators, and the Town Accountant regarding said rates.

Level I

Non-certified/Non-degree	\$70.00 per day (no limit on days)
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Ineligible for long-term or permanent assignment

Level II

College Degree/non-certified & College Seniors Majoring in Education	\$85.00 per day
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Level III

College Degree/Certified	\$95.00 per day
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Long Term Substitute

If a substitute's assignment becomes thirty (30) or more consecutive days **in that assignment**, the substitute will be considered a long term substitute and compensated \$100 per day. The revised pay scale will become active on day 31 and stay in effect for the remainder of **that assignment**.

Substitute Nurses

Substitute nurses shall be compensated \$150 per day.

Revised: February 9, 2000, December 5, 2007, September 21, 2011, January 17, 2019, April 25, 2019